

20 April 1966

MEMORANDUM FOR: Director of Communications

SUBJECT : Review of CIA Message Procedures

REFERENCE : Memorandum for Executive Director-Comptroller  
from Director of Communications, Subject as  
above, dated 15 April 1966

1. Attached are copies of several Cable Secretariat SOP's revised to implement the procedures adopted by the Study Group to establish procedures which would insure that copies of messages distributed in CIA would show Agency distribution. The portions checked in red represent the significant portions revised or added.

2. The effective date of these changes is 25 April 1966.

[Redacted Signature]

Cable Secretary

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Attachments:

[Redacted Attachment]

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S E C R E T

Cable Secretariat  
Standing Operating Procedure  
No. 90-27

CSSOP 90-27  
COMMUNICATIONS  
25 April 1966

### PROCESSING DCI CABLES

Reference: b) [ ] - Cable Secretariat  
a) Memo from D/Communications to EX/DIR-COMT, 15 April 1966  
"Review of CIA Message Procedures"  
c) [ ] Dissem of Non-CIA Produced cables & Telegrams  
Rescission: CSSOP 90-27 dated 25 June 1964

#### 1. SELECTION OF CABLES FOR DISSEMINATION TO THE DIRECTOR

##### a. General

Under the provisions of [ ] and [ ] the Cable Secretary is responsible for the dissemination within CIA Headquarters of classified CIA and all non-CIA cables and telegrams. Note: This does not include COMINT. Authority is delegated to the CDO to act for the Cable Secretary in discharging this responsibility insofar as dissemination to the DCI and other designated officers is concerned.

##### b. Selection by the CDO:

1) Selection of cables by the CDO for dissemination to the DCI will be made under the provisions of CSSOP 210-110-DCI & D/DCI. Discussion of selections among the CDO's is encouraged; border line cases decided in the negative are to be referred to the Cable Secretary.

2) As a backstop to the CDO, analysts and Message Center Chiefs should refer to the CDO, with references, those cables appearing to warrant consideration for dissemination to the DCI including cables not selected but which refer to cables previously disseminated to the DCI.

3) The CDO, when furnishing advance copies of cables to the SDO, the CS/DO or others, will indicate that the message will be disseminated to the DCI when such is the case. The absence of the DCI symbol will indicate to recipients of the advance copies that dissemination to DCI is not being made by the Cable Secretariat.

4) The CDO will not select for the DCI outgoing cables released by DDP or ADDP which have a note to the Cable Secretariat indicating that the DCI and D/DCI should not be on the distribution of the cable. This note should be initialed by either DDP or ADDP. Direct replies to such outgoing or incoming cables will also exclude DCI and D/DCI. This includes cables addressed to the Director. On incoming cables a C/S Comment will be made stating that "Dissemination same as reference cable."   
Approved For Release 2002/05/09 : CIA-RDP84-00499R000600040154-7

S E C R E T

group 1  
excluded from automatic down

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c. Selection by the SDO:

1) The Senior Duty Officer (SDO), CIA Operations Center, may select for dissemination to the Director any message which in his opinion warrants such dissemination. In such cases, he will ask the CDO to include the DCI in the dissemination and provide the CDO with the basis for his selection in order that the CDO may include this in his reading of cables in the future. The CDO will expedite the dissemination and delivery of the cable to the Director and other officials. If the SDO believes that a particular message warrants the fastest dissemination feasible, he will inform the CDO and the CDO will make every effort to get the message disseminated in accordance with the priority indicated by the SDO. ✓

2) The SDO may receive a copy of a message via LDX or other means direct from another Agency. Should he desire to have the message selected he should provide the CDO with a copy for processing as in c 1) above. Note: this does not apply to COMINT messages. In any event the SDO will comply with   ✓

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d. Selection by the CS/DO and/or DDP Action Unit:

The Clandestine Services Duty Officer (CS/DO) and/or an official of the DDP action unit may select for dissemination to DCI any message which in their opinion warrants such dissemination. The same procedures described in c) above would be followed. ✓

## 2. DISSEMINATION SYMBOLS

Except for copies furnished in advance of formal dissemination, symbols reflecting the dissemination made by the Cable Secretariat will be shown on all copies of messages processed by the Cable Secretariat. Dissemination will be made in accordance with pertinent CSSOP's, taking into account SDO's requirements. ✓

## 3. LOGGING

A DCI log will be maintained at the CDO's desk on which will be recorded the reference number and the subject and time each cable was selected. The purpose of the log is to control processing of each item and ensure that no cable is unduly delayed in delivery to DCI. To this purpose the senior CDO, during the day will clear the mail column of the log by initialing each item at the time of delivery. During the night tour the CDO will initial each item to indicate that it has been completed (i.e., broken out and slotted, ready for enveloping). The midnight CDO in a like manner will initial each item as it is completed and is specifically charged with ensuring that the accumulation of DCI items is arranged in prescribed order, enveloped, and prepared for delivery. ✓

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5. CABLE SUMMARY BY CABLE SECRETARIAT

- a. Summaries of cables will be prepared for cables received after the last run each day and up to and including the first run the following day. No summaries of cables are prepared during the day. On week-ends, and holidays summaries are prepared only if time permits.

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b. Summaries will be prepared in the following format and given to DCI, D/DCI, EX/DIR, DDP, DDI.

- 1) Two to four lines, preferably two lines in length
- 2) Spell out all abbreviations
- 3) Show in parenthesis at the end of each summary the time that the Cable Secretariat received the cable--use Z time.
- 4) Group in one area all cables about a particular place or problem
- 5) Print on one side of paper only
- 6) Identify State Messages as:  
"Emb Vientiane 1586 to State:..."  
"State to Emb Vientiane 1234:...."
- 7) Identify CIA messages as:  
"CIA - DIRECTOR 27389 [REDACTED]"  
"CIA - [REDACTED]"
- 8) TD's - "CIA-TDCS (country(ies)) \_ \_ \_"
- 9) In the event that O/DCI asks for his cables at a time when the summary is not ready, the cables will be sent without the summary and as soon as possible send the summary together with any additional straggler cables.

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## 6. ADDED DISSEMINATION

a. When the DCI or D/DCI is being added to the dissemination of a cable already processed, the CDO will inform the SDO immediately if appropriate, i. e., if the DDI or a component element is or will be included in the dissemination. When copies are reproduced, a comment will be made on the breakout slip showing that the cable was added at the request of (name) (division or office). Neither the comment nor the word "added" will be included in the case of cables added by the Cable Secretariat, since the dissemination is the responsibility of the Cable Secretariat whether it be done initially or after the fact. Upon request from a unit that DCI or D/DCI be added to a cable, CDO's are to include both in added dissemination except when the requestor states that the added dissemination to only one of the two individuals is with the knowledge or concurrence or at the direction of someone in the O/DCI. In this case, add the one person only and include the gist of the request on the breakout slip attached to the copies of that cable.

b. When the initial dissemination of a cable is restricted by the Cable Secretariat to a limited number of top offices and the DCI or D/DCI is given the action copy, any additional dissemination considered appropriate will be suggested to the Executive Assistant to DCI by means of a note attached to the DCI's copy. (In this instance as well as in all others where a "note" is used, the same slip used for breakouts should be used unless, in the opinion of the CDO this is undesirable, in which case a separate slip should be used.) If no word is received from the Executive Assistant within two hours from the time of delivery, a call will be made to his office to dispose of the item.

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7. DELIVERY

Delivery to the DCI will be effected as soon as a cable is completed, or at the opening of business, or upon request, whichever is appropriate. (See CSSOP 5-3 Attachment D, para 4f) ✓



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Cable Secretary

Dist: C/S, CDO, M/C, 4 Training, Typing

S E C R E T

CABLE SECRETARIAT  
STANDING OPERATING PROCEDURE  
No. 210-130-SDO

CSSOP 210-130-SDO  
CABLE DISSEMINATION  
25 APRIL 1966

CIA OPERATIONS CENTER, SENIOR DUTY OFFICER (SDO)  
REQUIREMENTS

REFERENCES: CSSOP 5-3 "CABLE DUTY OFFICER INSTRUCTIONS"  
CSSOP 90-7 "PROCESSING OF NON-CIA TELETYPE MESSAGES"  
CSSOP 90-11 "PROCESSING AIR, ARMY, NAVY MSGS, AID & USIA TELEGRAMS"  
CSSOP 90-12 "PROCESSING DEPARTMENT OF STATE TELEGRAMS"  
CSSOP 210-130-DDI "DDI REQUIREMENTS"  
CSSOP 210-130-OCI "OCI REQUIREMENTS"

REVISION: CSSOP 210-130-SDO, 2 SEPTEMBER 1965

1. MISSION: THE CIA OPERATIONS CENTER PROVIDES A CONTINUOUS DUTY OFFICER WATCH (SDO) FOR THE DCI. ✓
2. REQUIREMENTS: UNLESS OTHERWISE INDICATED ONE OR TWO ADVANCE COPIES OF EACH NON-CIA CABLE DESCRIBED BELOW ARE FURNISHED TO SDO. THE IMPLEMENTATION OF SDO'S REQUIREMENTS WILL NOT AFFECT CABLES FOR WHICH A PRESCRIBED AND LIMITED DISSEMINATION HAS BEEN ESTABLISHED.
  - A. NON-CIA CABLES WITH NO RESTRICTIONS AS TO DISSEMINATION, AND RECEIVED IN HARD COPY - 2 ADVANCE COPIES, NO REPRODUCED COPIES. EXCEPTION: SDO WILL BE FURNISHED 9 REPRODUCED COPIES IF DISSEMINATED TO DCI. ✓
  - B. NON-CIA CABLES WITH NO RESTRICTION AS TO DISSEMINATION, AND RECEIVED ELECTRICALLY - 2 ADVANCE COPIES IF AVAILABLE FROM SIGNAL CENTER, IF NOT, 1 COPY; NO REPRODUCED COPIES. EXCEPTION: SDO WILL BE FURNISHED 9 REPRODUCED COPIES IF DISSEMINATED TO DCI. ✓
  - C. NON-CIA CABLES WITH RESTRICTION AS TO DISSEMINATION, AND RECEIVED IN HARD COPY - NO ADVANCE COPIES, NO REPRODUCED COPIES (HOWEVER, THE REPRODUCED COPIES FOR DDI AND D/OCI GO VIA SDO). ✓
  - D. NON-CIA CABLES WITH RESTRICTIONS AS TO DISSEMINATION, AND RECEIVED ELECTRICALLY - ADVANCE COPY; NO REPRODUCED COPIES (HOWEVER, THE REPRODUCED COPIES FOR DDI AND D/OCI GO VIA SDO). ✓
  - E. TD'S AND INTEL FORMAT CABLES - 2 COPIES; 9 COPIES IF DISSEMINATED TO DCI. ✓
3. EXCEPTIONS: SDO HAS NO REQUIREMENTS FOR THE FOLLOWING:
  - A. CLANDESTINE SERVICES CABLES, EXCEPT SANITIZED VERSIONS OF CABLES CONTAINING INTELLIGENCE FURNISHED UNDER PROVISIONS OF CSSOP 5-3 - ATTACHMENTS A AND F.
  - B. AID CABLES.
  - C. NON-CIA CABLES RECORDED IN CSSOP 210-120 AS OF NO INTEREST TO SDO.
4. SDO'S REQUIREMENTS ARE AMENDED TO UPDATE AND PROVIDE FOR FURNISHING SDO 9 COPIES OF CABLES DESCRIBED IN PARAGRAPHS 2A, B AND E IF SELECTED FOR THE DIRECTOR. ✓

CABLE SECRETARIAT  
STANDING OPERATING PROCEDURE  
No. 210-120.CS/DO

CSSOP 210-120.CS/DO  
CABLE DISSEMINATION  
20 APRIL 1966

CS/DO REQUIREMENTS

REFERENCES:



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RESCISSION: CSSOP 210-120-CS/DO, 14 APRIL 1966

1. MISSION: THE CLANDESTINE SERVICES DUTY OFFICER (CS/DO) IS THE REPRESENTATIVE OF THE DEPUTY DIRECTOR FOR PLANS TO THE OPERATIONS CENTER (OPS/CEN) AND IS THE CLANDESTINE SERVICES OVER-NIGHT BRIEFING OFFICER FOR THE DIRECTOR. HE IS RESPONSIBLE FOR REVIEWING SELECTED CLANDESTINE SERVICES CABLES AND DETERMINING WHAT ACTION HAS BEEN TAKEN BY THE CLANDESTINE SERVICES ON THOSE CABLES APPEARING TO WARRANT IMMEDIATE ACTION. HE WORKS WITH THE SENIOR DUTY OFFICER (SDO) AS APPROPRIATE AND MAINTAINS LIAISON WITH THE CABLE SECRETARIAT DUTY OFFICER.
2. REQUIREMENTS: ONE COPY OF EACH CIA AND NON-CIA CABLE DESCRIBED BELOW, INCLUDING RYBAT, IS DISSEMINATED BY THE CABLE SECRETARIAT DUTY OFFICER TO THE CS/DO. IMPLEMENTATION OF THE CS/DO'S REQUIREMENTS WILL NOT AFFECT THE DISSEMINATION OF CABLES FOR WHICH A PRESCRIBED AND LIMITED DISSEMINATION HAS BEEN ESTABLISHED. NOTE: ADVANCE COPIES WILL BE FURNISHED THE CS/DO IN ACCORDANCE WITH THE PROVISIONS OF PARAGRAPH 7 OF CSSOP 5-3.
  - A. CABLES WHICH MIGHT ASSIST THE CS/DO IN BRIEFING THE DCI, INCLUDING ALL CLANDESTINE SERVICES INTEL CABLES, OPERATIONAL CABLES CONTAINING INTELLIGENCE, AND CABLES DISSEMINATED TO THE DCI OR DDP BASED ON CONTENT. ✓
  - B. CABLES CONCERNING SIGNIFICANT POLICY MATTERS WHICH MIGHT AFFECT OR BE OF CONCERN TO THE AGENCY.
  - C. CABLES REPORTING OR CONCERNING THE MOVEMENT OF SENIOR AGENCY OFFICIALS (DIVISION AND STAFF CHIEFS AND UP.)
  - D. CABLES CONCERNING ANY MATTER EMBARRASSING OR POTENTIALLY EMBARRASSING TO CIA AND CABLES COMPLIMENTARY OR DEROGATORY SUBSTANTIALLY AFFECTING THE PRESTIGE OF CIA OR CIA PERSONNEL, INCLUDING REFERENCES TO CIA RELATIONS WITH HIGH U. S. OR FOREIGN OFFICIALS.
  - E. CABLES REFLECTING SIGNIFICANT OPERATIONAL OR ADMINISTRATIVE DIFFICULTIES, SERIOUS SECURITY MATTERS, OR REPORTING OUTSTANDING ACHIEVEMENT IN THE PERFORMANCE OF CIA'S MISSION.
  - F. CABLES CONCERNING VISITS TO CIA ACTIVITIES OF CONGRESSMEN, CONGRESSIONAL COMMITTEES OR CABINET MEMBERS.
  - G. CABLES CONCERNING THE DEATH OF CIA STAFF EMPLOYEES OR THEIR DEPENDENTS OR CONCERNING AGENCY PERSONNEL ARRESTED, SENTENCED, OR MISSING, OR WHICH CONCERN PUBLICITY FOR CIA.
  - H. CABLES CONCERNING THE PHYSICAL SECURITY OR THE DETECTION OF OR POSSIBILITY OF EXISTENCE OF AUDIO SURVEILLANCE PENETRATION OF ANY CIA INSTALLATION.
  - I. CABLES REPORTING OR CONCERNING THE ACCOMPLISHED (OR SOON TO BE ACCOMPLISHED) DEFECTION OF AN INDIVIDUAL OF STATURE OR IMPORTANCE FROM THE SINO-SOVIET BLOC. THIS INCLUDES CERTAIN LOW-LEVEL DEFECTORS WHOSE HIGH-LEVEL DEFECTORS OR APPEARS TO BE IMPORTANT INFORMATION WHICH COULD RESULT IN PUBLICITY OR SENSATIONALISM.
  - J. CABLES WHICH AFFECT OR COULD AFFECT AGENCY POLICY, OPERATIONS, ACTIONS, OR MANAGEMENT.



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L. CABLES REFLECTING THE PERSONAL VIEWS OR OPINIONS OF CHIEFS OF STATIONS, INCLUDING MENTION OF PROBLEMS ARISING BETWEEN THE CHIEF OF STATION AND THE AMBASSADOR, OR BETWEEN THE CHIEF OF STATION AND MAJOR U.S. MILITARY COMMANDERS.

25X6

M. CABLES FROM THE CIA REPRESENTATIVE TO THE [REDACTED] MEETING OR CONTAIN THE SUBSTANCE OF A WATCH COMMITTEE REPORT AND/OR THE SUBSTANCE OF AN INTELLIGENCE ESTIMATE.

N. CABLES CONCERNING SUPERSONIC TRANSPORT DEVELOPMENTS.

O. CABLES CONCERNING [REDACTED] DISCUSSION RE THE MANUFACTURE OF AN ATOMIC DEVICE.

25X1A

P. CABLES WHICH ASK FOR A DECISION OR REQUEST RECONSIDERATION OF A DECISION ON ANY MATTER OF CONCERN TO THE CLANDESTINE SERVICES OR WHICH REQUEST OR REQUIRE TOP LEVEL GUIDANCE OR DECISION ON OPERATIONAL OR ADMINISTRATIVE MATTERS.

Q. CABLES WITH A PRECEDENCE OF PRIORITY OR HIGHER WHICH ARE ASSIGNED FOR ACTION TO A CLANDESTINE SERVICES UNIT.

R. SUBSTANTIVE CABLES BEARING ON CRITICAL OR "CONTINGENCY" AREAS OF CURRENT INTEREST. ✓

3. EXCEPTIONS: CS/DO HAS NO REQUIREMENTS FOR THE FOLLOWING CABLES:

A. CABLES WHICH WOULD NOT BE LIKELY TO ASSIST THE CS/DO IN BRIEFING THE DCI.

B. CABLES WITH PRECEDENCE LOWER THAN PRIORITY CONCERNING PURELY ROUTINE OPERATIONAL OR ADMINISTRATIVE MATTERS, OR REQUESTING OR FURNISHING INFORMATION ON TRACES OR FILE CHECKS.

C. CABLES ADDRESSED TO DCI, D/DCI ONLY OR DISSEMINATED TO DCI, D/DCI ONLY OR TO DDP ONLY OR DISSEMINATED TO DDP BECAUSE OF INDICATOR WITHOUT CONCERN FOR CONTENT, E.G., [REDACTED] CABLES.

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D. CABLES, THE DISSEMINATION OF WHICH IS COVERED BY A PRESCRIBED AND LIMITED SOP.

4. THIS CSSOP HAS BEEN REVISED BASED ON A DDP/SPA MEMORANDUM DATED 13 APRIL 1966 TO PROVIDE FOR DISSEMINATION TO THE CS/DO OF CIA AND NON-CIA CABLES BEARING ON CRITICAL OR CONTINGENCY AREAS AND SINCE THAT PARTICULAR REQUIREMENT SEEMS TO EQUATE WITH MANY IF NOT ALL SUBSTANTIVE CABLES DISSEMINATED TO DCI, TO ADD IN PARAGRAPH 2 THE INCLUSIVE STATEMENT "CIA AND NON-CIA CABLES". ✓

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[REDACTED]  
CABLE SECRETARY

DIST: CABLE SEC, CDO, M/C, 14 BOOKS, CS/DO 2,

FI/INT/RC

Approved For Release 2002/05/09 : CIA-RDP84-00499R000600040154-7

S E C R E T

CABLE SECRETARIAT  
STANDING OPERATING PROCEDURE  
No. 210-130-DDI

CSSOP 210-130-DDI  
CABLE DISSEMINATION  
25 APRIL 1966

## DDI REQUIREMENTS

REFERENCES:

25X1A

- (3) CSSOP 210-1 "CIA CABLE SECRETARIAT CABLE DISSEMINATION POLICY"  
(4) CSSOP 90-19 "SUSPENSE DDI CABLES"

RESCISSION: CSSOP 210-130-DDI DATED 10 FEBRUARY 1966

1. MISSION: THE DEPUTY DIRECTOR FOR INTELLIGENCE IS RESPONSIBLE FOR THE CORRELATION, EVALUATION AND PRODUCTION OF SUBSTANTIVE INTELLIGENCE AND FOR THE DISSEMINATION WITHIN THE GOVERNMENT OF SUCH INTELLIGENCE. HE IS CHARGED WITH DEVELOPING, IN CONCERT WITH THE OTHER DIRECTORATES, THE AGENCY POSITION ON MATTERS OF CONCERN TO THE USIB. HE IS RESPONSIBLE FOR DIRECTING AND COORDINATING THE ACTIVITIES OF THE OFFICES OF  OCR, ORR, ONE, OCI, NPIC AND OBI AND FOR DIRECTING AGENCY ACTIVITIES RELATING TO THE OVERT COLLECTION OF INTELLIGENCE.
2. REQUIREMENTS: UNLESS OTHERWISE INDICATED, ONE COPY OF EACH CIA CABLE DESCRIBED BELOW, INCLUDING RYBAT UNLESS SPECIFICALLY EXCLUDED, AND INCLUDING ONE COPY OF NON-CIA CABLES AS INDICATED, ARE DISSEMINATED TO THE DDI. IMPLEMENTATION OF DDI'S REQUIREMENTS WILL NOT AFFECT THE DISSEMINATION OF CABLES FOR WHICH A PRESCRIBED AND LIMITED DISSEMINATION HAS BEEN ESTABLISHED.

CABLES ORIGINATED BY OTHER THAN  
CLANDESTINE SERVICES ELEMENTS

	<u>ACTION</u>	<u>CONF</u>	<u>INFO</u>
RYBAT	2	2	1
OTHER	2	2	1

- A. CABLES CONTAINING CRYPTONYMS OR PSEUDONYMS REGISTERED WITH THE CABLE SECRETARIAT AS BEING OF INTEREST TO DDI.

- B. CABLES DISSEMINATED TO AN OFFICE OR UNIT SUBORDINATE TO THE DDI

- C. CABLES CONCERNING WATCH COMMITTEES AND INDICATION CENTERS.

25X1A

- D. CABLES CONCERNING OVERSEAS TRAVEL OF DDI PERSONNEL OR CONCERNING THE ESTABLISHMENT, MAINTENANCE AND SUPPORT OF DDI OVERSEAS ELEMENTS

(2 COPIES)

25X6

- E. CABLES CONCERNING THE COORDINATION OF SUBSTANTIVE RELATIONS INVOLVING DDI PERSONNEL WITH

(2 COPIES)

- F. INCOMING CLANDESTINE SERVICES CABLES WHICH CONTAIN POSITIVE INTELLIGENCE INFORMATION WILL BE FURNISHED TO THE DDI ON AN EYES ONLY BASIS, EXCEPT WHEN THEY ARE DISSEMINATED AS A TD OR WHEN THEY CONTAIN OPERATIONAL INFO SO SENSITIVE AS TO PRECLUDE INITIAL DISSEM OUTSIDE THE CLANDESTINE SERVICES. IN THE LATTER CASE, THESE CABLES WILL BE SUSPENDED AND DISPOSED OF UNDER THE PROVISIONS OF CSSOP 210 AND CSSOP 90-19. (SEE ALSO )

S E C R E T

GROUP 1  
EXCLUDED FROM AUTOMATIC DOWN-  
GRADING AND DECLASSIFICATION

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2. G. CABLES EXCLUDING RYBAT AND THOSE DESCRIBED IN PARAGRAPH 3D, REPORTING THE TRAVEL OF SOVIET AND SATELLITE AMBASSADORS AND CABLES CONTAINING BIOGRAPHICAL INFORMATION ABOUT OR REPORTING THE TRAVEL OF SOVIET AND SATELLITE PERSONNEL ATTENDING AN INTERNATIONAL CONFERENCE OR TRADE FAIR. IN THOSE CASES IN WHICH THE ANALYST, BASED ON HIS OWN KNOWLEDGE AND THE TEXT OF THE CABLE, CANNOT DETERMINE THE RANK OF THE INDIVIDUALS CONCERN, DIRECT DISSEMINATION WILL BE MADE TO DDI, OR THE CABLE WILL BE PROCESSED UNDER THE SUSPENSE PROCEDURE, WHICHEVER IS APPROPRIATE. (DISSEMINATION TO DDI WILL BE MADE ON AN EYES ONLY BASIS.)
- H. INCOMING OR OUTGOING CLANDESTINE SERVICES CABLES, EXCLUDING RYBAT AND/OR THOSE CONTAINING SENSITIVE OPERATIONAL DATA, WHICH MENTION OR DISCUSS THE SUBJECT TO  WILL BE FURNISHED ONE INFORMATION COPY ON INITIAL DISSEMINATION TO DDI AND D/DCI ON AN EYES ONLY BASIS. 25X6  
(DISSEMINATION TO DDI WILL BE ON AN EYES ONLY BASIS.)
- I. CLANDESTINE SERVICES CABLES, EXCLUDING RYBAT AND/OR THOSE CONTAINING SENSITIVE OPERATIONAL DATA, REPORTING ON THE SUBJECT OF FLIGHT CLOSURE NOTICES IN EAST GERMANY AND OTHER BLOC COUNTRIES. (DISSEMINATION TO DDI ON CLANDESTINE SERVICES CABLES WILL BE ON AN EYES ONLY BASIS.)
- J. NON-CIA CABLES SELECTED FOR DCI, D/DCI.
- K. NON-CIA CABLES CONCERNING DISARMAMENT, ARMS CONTROL, INSPECTION, NUCLEAR TEST BANS, PROLIFERATION OF NUCLEAR WEAPONS, AND RELATED MATTERS.
- L. NON-CIA CABLES DISSEMINATED TO DCI 2 COPIES; ( 1 COPY IF LIMDIS - EXDIS).
- M. TD'S AND INTEL FORMAT CABLES DISSEMINATED TO DCI - 2 COPIES.
3. EXCEPTIONS: DDI HAS NO REQUIREMENTS FOR THE FOLLOWING CABLES:
- A. NON-CIA CABLES, EXCEPT AS INDICATED.
- B. ADVANCED COPIES OF CIA CABLES IN THE INTEL FORMAT WHICH HAVE BEEN SANITIZED AND FURNISHED TO SDO.
- C. CIA CABLES CONTAINING POSSIBLE INTELLIGENCE BUT WHICH ALSO CONTAIN OPERATIONAL INFO SO SENSITIVE AS TO PRECLUDE DISSEMINATION OUTSIDE THE CLANDESTINE SERVICES. (SEE SUSPENSE PROCEDURE.)
4. THIS CSSOP IS REVISED TO PROVIDE FOR DISSEMINATION TO DDI OF CABLES DISSEMINATED TO DCI AS SHOWN ABOVE IN PARAGRAPH 2L AND M.

CABLE SECRETARY

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25X1 DIST: DDI (ATTN: )

**S E C R E T**

CABLE SECRETARIAT  
STANDING OPERATING PROCEDURE  
No. 5-3

CSSOP 5-3 - ATTACHMENT A  
GENERAL  
(REVISED) 25 APRIL 1966

**CDO SUPPORT TO SDO**

**1. RESPONSIBILITIES OF SDO**

THE SENIOR DUTY OFFICER, CIA OPERATIONS CENTER, PROVIDES A CONTINUOUS DUTY OFFICER WATCH (SDO) FOR THE DCI. THE CIA OPERATIONS CENTER, AS A STAFF ELEMENT OF THE DEPUTY DIRECTOR FOR INTELLIGENCE, OPERATES ON AN AROUND THE CLOCK BASIS. THE SDO RECEIVES WORLD-WIDE NEWS, INTELLIGENCE AND MILITARY OPERATIONAL INFORMATION; ALERTS AND BRIEFS SENIOR OFFICIALS; CONSULTS AND MAINTAINS CONTACT WITH OTHER OPERATIONS CENTERS; SELECTS MATERIAL FOR HIGH LEVEL ATTENTION, AND UPDATES CURRENT INTELLIGENCE PUBLICATIONS IN PRODUCTION. THE CHIEF, CIA OPERATIONS CENTER IS [REDACTED] AND THE DEPUTY CHIEF IS [REDACTED]

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**2. SUPPORT BY CDO**

THE CDO CAN DO MUCH TO ASSIST THE SDO TO PERFORM HIS JOB AT THE HIGH STANDARDS EXPECTED. IN MANY INSTANCES, TIME IS THE CRITICAL FACTOR, AND CDO'S SHOULD SPARE NO EFFORT TO EXPEDITE DELIVERY TO THE SDO OF ALL CABLES BEING FURNISHED HIM. EACH CDO IS EXPECTED TO KNOW HIS COUNTERPARTS IN THE OPERATIONS CENTER AND TO DO EVERYTHING POSSIBLE TO PROVIDE FOR A CLOSE AND HARMONIOUS WORKING RELATIONSHIP WITH THE OPSCEN STAFF, INCLUDING, BUT NOT LIMITED TO THE FOLLOWING:

- A. FURNISHING ADVANCE COPIES OF NON-CIA CABLES AND SANITIZED CIA INTEL CABLES WITH A PRECEDENCE OR PRIORITY OR HIGHER, AND INDICATING THEREON THAT DCI WILL BE INCLUDED IN THE DISSEMINATION WHEN SUCH IS THE CASE AND INFORMING THE SDO BY TELEPHONE WHEN THE DCI IS BEING ADDED TO A CABLE UNKNOWN TO THE SDO.
- B. INDICATING DURING OTHER THAN REGULAR OFFICE HOURS THE ACTION UNIT IF ACTION IS A DDI UNIT.
- C. NOTIFYING THE SDO UPON RECEIPT OF ANY CABLES CONCERNING:
  - 1) DEFENSE READINESS CONDITIONS (DEFCONS 5, 4, 3, 2, OR 1) OR,
  - 2) NATO ALERT PROCEDURES (SIMPLE ALERTS, REINFORCED ALERTS, AND GENERAL ALERT ORDERS),
  - 3) JCS EMERGENCY ACTION FILE (EAF) AND EMERGENCY MESSAGES (EM-1, 2, ER), OR, CONCERNING THE AUTHENTICATION SYSTEM, AUTHENTICATION TEST MESSAGES WHICH REQUIRE AN IMMEDIATE ACTION RESPONSE BY THE SDO.
- D. NOTIFYING THE SDO UPON RECEIPT OF ANY CABLE REQUESTED BY THE SDO OR CONTAINING INFORMATION WHICH THE SDO HAS ASKED BE FURNISHED HIM ON AN EXPEDITE BASIS.

**S E C R E T**

GROUP 1  
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

CABLE SECRETARIAT  
STANDING OPERATING PROCEDURE  
No. 90-1

CSSOP 90-1  
COMMUNICATIONS  
25 APRIL 1966

# ORDER OF PROCESSING AND PROCESSING GOALS, CIA AND NON-CIA CABLES

REVISION: CSSOP 90-1, 1 APRIL 1966

## 1. GENERAL

IT IS A BASIC TENET OF THE CABLE SECRETARIAT THAT IF A COMMUNICATION WARRANTS TRANSMISSION VIA ELECTRICAL MEANS, IT WARRANTS ORDERLY AND EXPEDITIOUS HANDLING AND PROMPT DELIVERY. IT IS IN KEEPING WITH THIS PHILOSOPHY THAT WE REMAIN OPEN 24 HOURS A DAY, SEVEN DAYS A WEEK, AND THAT WE WORK IN AN ATMOSPHERE OF "HURRY HURRY". IT IS THE PURPOSE OF THIS CSSOP TO PRESCRIBE THE ORDER OF PROCESSING CABLES AND OTHER MATERIAL FROM THE TIME OF RECEIPT IN THE CABLE SECRETARIAT TO THE TIME OF DELIVERY TO THE ACTION AND INFORMATION UNITS.

## 2. ORDER OF PROCESSING AND PROCESSING CABLES

SUBJECT TO MODIFICATION BASED ON GOOD JUDGMENT, CABLES SHOULD BE PROCESSED IN THE ORDER AND WITHIN THE TARGET TIMES SHOWN BELOW:

ORDER OF PROCESSING CATEGORY NO.	TYPE MESSAGE	PROCESSING GOALS		
		PRECEDENCE	ADVANCE COPIES IN:	FINISHED COPY
1	CRITIC	FLASH	5 MINUTES	15 MINUTES
1	CIA IN	FLASH	5 MINUTES	15 MINUTES
1	CIA IN	IMMEDIATE	5 MINUTES	30 MINUTES
1	DCI SELECTS*			30 MINUTES
1	CIA IN	PRIORITY	10 MINUTES	1 HOUR
1	CIA INTEL RPT.	IMMEDIATE/PRIORITY	10 MINUTES	1 HOUR*
2	CIA IN INTEL RPT.	ROUTINE		2 HOURS*
2	Non-CIA TELETYPES TO CIA			2 HOURS
2	FOR ACTION - NOTED BY CDO			2 HOURS
2	STATE LINDIS	IMMEDIATE/PRIORITY		2 HOURS
2	CIA OUT			
3	CIA IN	ROUTINE		3 HOURS
4	Non-CIA TELETYPES TO CIA			4 HOURS
4	FOR INFO			4 HOURS
4	Non-CIA HARD COPIES			
5	CIA OUT	ROUTINE		OPENING BUSINESS

\*INCLUDES CIA AND NON-CIA ITEMS SELECTED BY CDO, SDO, OR ACTION UNITS, AND "ADDED". IN THE CASE OF ITEMS IN THE INTEL FORMAT, THIS TIME MUST BE EXTENDED TO PROVIDE NECESSARY TIME FOR PREPARING MASTERS AND TO PROVIDE TIME FOR IW PROCESSING.

SECRET

EXCLUDED FROM AUTOMATIC DOWN-GRADING AND DECLASSIFICATION

S E C R E T

CABLE SECRETARIAT  
STANDING OPERATING PROCEDURE  
No. 90-1

CSSOP 90-1  
COMMUNICATION  
25 APRIL 1966

3. PRECEDENCE TAGS


IN ADDITION TO BLUE OR GREEN FORM 50, PRECEDENCE TAGS WILL BE AFFIXED TO CATEGORY 1 AND 2 AS APPROPRIATE THROUGHOUT ALL PROCESSING STEPS, AND WILL, FOR CIA CABLES, BE ATTACHED TO THE ACTION COPIES AT THE FINAL STEP. CIA MESSAGES WITH A PRECEDENCE OF FLASH OR IMMEDIATE WILL BE HAND-CARRIED AT ALL TIMES. TAGS WILL BE OFFSET SLIGHTLY TO ENSURE THEIR BEING NOTED BY EACH PERSON HANDLING THE CABLE. WITHIN THE CABLE SECRETARIAT, TAGGED CABLES WILL BE PLACED ON THE TOP OF ANY COLLECTION IN ORDER THAT THEY MAY BE HANDLED AHEAD OF NON-TAGGED CABLES.

4. BACKLOG

WHEN A BACKLOG OF MORE THAN 300 CABLES IS INEVITABLE FOR ANY REASON, IT SHOULD BE A MANAGED BACKLOG, AND SHOULD CONSIST FOR THE MOST PART OF CATEGORY 4 AND 5 ITEMS. IF THE BACKLOG IS GOING TO BE CARRIED INTACT FOR MORE THAN 6 HOURS, EACH MESSAGE CENTER CHIEF WILL GO THROUGH IT TO ENSURE THAT NO CABLES ARE IN THE BACKLOG WHICH SHOULD BE PULLED OUT AND PROCESSED. ON A REGULAR WORK DAY, CIA OUT'S SHOULD NOT BE ALLOWED TO AGE MORE THAN 12 HOURS OVER CIA IN'S. ON SUNDAYS AND HOLIDAYS THIS SPREAD MAY BE GREATER. IN MANAGING THE BACKLOG, JUDGMENT MUST BE EXERCISED IN DETERMINING AT WHAT POINT WE SHOULD PROCESS CIA OUT'S AHEAD OF CIA IN'S. SPECIFICALLY, WHILE IT IS IMPORTANT THAT CABLES BE PROCESSED IN A PREDETERMINED SEQUENCE, CONSIDERATION MUST ALSO BE GIVEN TO PRECEDENCE, NEED FOR IMMEDIATE ACTION, TYPE OF MESSAGE, AND THE GENERAL SITUATION PREVAILING. FOR EXAMPLE, THROUGHOUT EACH TOUR ANY CABLE WHICH APPEARS TO WARRANT EARLY ATTENTION, INCLUDING THOSE ADDRESSED ACTION HEADQUARTERS MARKED "IMMEDIATE ACTION" SHOULD BE GIVEN APPROPRIATE PREFERENTIAL HANDLING.

5. THE READING FILE AND FILE COPIES OF MESSAGES IN CATEGORIES 1 AND 2 WILL BE TIME-STAMPED AT THE TIME COPIES ARE PROCESSED AT THE MAIL ROOM WORK TABLE. CABLE SECRETARIAT PROCESSING TIMES, EXCLUSIVE OF IW TIME, WILL BE SHOWN ON THE FORM 50 OF EACH INTEL ITEM. THE MESSAGE CENTER CHIEFS ARE RESPONSIBLE FOR COMPUTING THE PROCESSING TIMES OF ALL CATEGORY 1 AND 2 ITEMS COMPLETED ON THEIR SHIFTS AND FOR POSTING THE PERTINENT DATA ON THE DAILY PRODUCTION REPORT. HE IS ALSO RESPONSIBLE FOR ENSURING THAT PROCEDURES ARE IN EFFECT TO ENSURE THAT MESSAGES ARE PROCESSED IN ACCORDANCE WITH THEIR RELATIVE PRIORITY OF HANDLING AS SET FORTH ABOVE.

6. THIS CSSOP HAS BEEN AMENDED TO PROVIDE FOR DCI "SELECTS" TO BE PROCESSED IN 30 MINUTES EXCEPT FOR ITEMS IN THE INTEL FORMAT FOR WHICH PROVISION MUST BE MADE FOR PREPARATION OF MASTERS AND FOR IW PROCESSING.

 25X1A  
CABLE SECRETARY

DIST: CABLE SEC, CDO, MSG CTR, 4 TRNG BOOKS

**S E C R E T**

Cable Secretariat  
Standing Operating Procedure  
No. 5-3

CSSOP 5-3 - ATTACHMENT D  
GENERAL  
(Revised) 25 April 1966

- ✓ f. 1) The midnight CDO will give to the Mailroom Supervisor by 0750 hours Monday through Friday the cables for both DCI and D/DCI, separately enveloped and addressed: DCI - 7D5617, D/DCI - 7D6013. The Mailroom Supervisor is responsible for designating a courier and for ensuring that he departs by 0755 hours to effect delivery by 0800. If no one has arrived at these offices by 0805, the courier should ask the CDO, Ext 5713, for instructions. In no case should cables be left in an unattended office or delivery made to a person not known by the courier to be assigned to the office in which delivery is made. Anything unusual will be reported by the courier immediately and the CDO will record the event on the Journal.
- ✓ 2) The midnight CDO will prepare and have ready for delivery and turn over to the day CDO on Saturdays, Sundays, and Holidays cables for both DCI and D/DCI enveloped and addressed as above. Delivery will be made at 0900 or when requested.
- ✓ 3) The day CDO will deliver individual cables as processed and make every effort to meet the times established in CSSOP 90-1.
- guro*

SECRET

CABLE SECRETARIAT  
STANDING OPERATING PROCEDURE  
No. 90-25

CSSOP 90-25  
COMMUNICATIONS  
25 APRIL 1966

RECEIPTING FOR COPIES OF OTHER AGENCY CABLES

REVISION: CSSOP 90-25, 30 OCTOBER 1963

**I** OTHER AGENCIES REQUIRE THAT WE SIGN AND RETURN TO THEM RECEIPTS FOR CERTAIN CATEGORIES OF CABLES. THESE DOCUMENTS, SINCE THEY REPRESENT AN EXCHANGE OF CLASSIFIED MATERIAL BETWEEN U.S. GOVERNMENT AGENCIES, MUST BE CHECKED AGAINST ENCLOSURES, BE SIGNED, AND RETURNED PROMPTLY TO THE AGENCY OF ORIGIN.

**II** THE INITIAL PROCESSING OF EACH DELIVERY OF OTHER AGENCY CABLES, OF WHICH RECEIPTING IS AN IMPORTANT STEP, IS PRESCRIBED IN THE PROCEDURE WHICH FOLLOWS.

**III** PROCEDURE

RESPONSIBILITY

MAIL CLERK

ACTION

1. RECEIVES ENVELOPES FROM CABLE/TD COURIER.
2. HANDS ENVELOPES ADDRESSED BY NAME OR TITLE TO CDO.
3. OPENS BULK ENVELOPES AND CHECKS CONTENTS AND RECEIPT ENSURING THAT:
  - A. THE CIA SYMBOL APPEARS IN THE DISTRIBUTION LADDER OR LINE AND IS ENCIRCLED ON THE TOP COPY,
  - B. NUMBERED COPIES AGREE WITH THE RECEIPT LISTING,
  - C. IF ITEM IS AF TS, NOTES TIME OF RECEIPT, DATE AND SIGNS; COPIES RECEIPT ON 914 AND SLOTS ORIGINAL AND COPY SLOTS WITH OTHER RECEIPTS,
  - D. IF RECEIPT IS FOUND TO BE CORRECT, SIGNS IT IN DUPLICATE AND SLOTS FOR SERVICE DESK,
  - E. IF RECEIPT IS FOUND TO BE INCORRECT BY SHORTAGE OR OVERAGE OF COPIES OR IF COPIES ARE FOUND ENCIRCLED FOR AN AGENCY OTHER THAN CIA, REFERS RECEIPT AND INCORRECT COPIES TO IMMEDIATE SUPERVISOR.
- ✓ 4. HANDS SENSITIVE ITEMS, THAT IS, ITEMS CONSISTING OF LESS THAN 4 COPIES TO CDO.
- ✓ 5. SEPARATES 4 COPY SETS AS FOLLOWS: TOP COPY FOR LOGS; 1 COPY FOR CDO; 2 COPIES FOR SDO. HANDS CDO & SDO COPIES TO CDO AFTER POSTING MESSAGE COUNT BY AGENCY ON MAILROOM LOG. HANDS TOP COPIES TO LOG.
- ✓ 6. SLOTS RECEIPTS, IF ANY, FOR RECEIPT DESK.
7. SCREEN THE SDO ADVANCE COPIES AND RELEASES SMALL BATCHES OF MESSAGES CLIPPED TOGETHER; MARKS SDO ON TOP COPY.
- ✓ 8. IF CDO SELECTS A MESSAGE FOR DCI - NOTES THIS ON SDO COPY AND HANDS ITEM(S) TO MAIL CLERK FOR IMMEDIATE TUBING TO SDO.

CDO

SECRET

GROUP 1  
EXCLUDED FROM AUTOMATIC DOWN-  
GRADING AND DECLASSIFICATION



CSSDP 90-25  
COMMUNICATIONS  
25 APRIL 1966

CABLE SECRETARIAT  
STANDING OPERATING PROCEDURE  
No. 90-25

ACTION

RESPONSIBILITY

SERVICE CLERK  
(DESIGNATED BY C/INFO  
CONTROL SECTION)

9. SORTS RECEIPTS (AT OPENING OF BUSINESS, MONDAY-FRIDAY) BY AGENCY OR ORIGINATION.
10. EXAMINES AND VERIFIES THAT ALL ARE SIGNED. IF APPROPRIATE, COUNTERSIGNS ARMY AND AIR RECEIPTS WHICH REQUIRE THE SIGNATURE (NOT INITIALS) OF AN INDIVIDUAL LISTED IN ATTACHMENT A.
11. ENVELOPES, ADDRESSES AND MAILES ORIGINAL RECEIPTS TO APPROPRIATE AGENCIES.
12. FILES DUPLICATE COPY OF RECEIPTS IN RECEIPT FILE (CHRONO FILE BY DATE).
13. AIR FORCE SENDS A SINGLE RECEIPT FORM AFHQ O-662A FOR TOP SECRET CABLES. THIS FORM SHOULD BE CHECKED BY SERVICE CLERK TO ENSURE:
  - A. COPY IS MADE FOR OUR CHRONO FILE
  - B. TIME OF RECEIPT IS NOTED IN THE "TIME" BOX. SIGNATURE MUST BE BY A PERSON ON OUR REGISTERED LIST.
14. REMOVES AND DESTROYS RECEIPTS MORE THAN 30 DAYS OLD.

25X1A

DEPUTY CABLE SECRETARY

ATTACHMENT A

DIST: CABLE SEC, CDO, RMAF, 4 TRNG BOOKS

- 2 -

SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

EXTENSION

NO.

DATE

20 April 1966

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. FI - ATTN: [redacted]

2.

3. OPSCEN

ATTN: [redacted]  
7 G 21

4.

5. D/COMMO

2200

6.

Chief Sig Center

25 Apr.

8.

25X1A

9. 6/5 - [redacted]

10.

11.

12.

13.

14.

15.

1&2 - For concurrence. In view of the effective date, please telephone concurrence to [redacted] on or before 22 April.

5 to 6.

[redacted] says there changes need to effect this morning (4-25) this is just a warning sky for us. m v

Thanks - [redacted]

has read and sent on to me. There is no need for us to file so I am returning package to you for your disposition.